

Shima



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

June 14, 2004

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

To: Supervisor Don Knabe, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

**REQUEST TO REHIRE RETIREE JUDY BARTOLOME TO THE POSITION OF
SUPERVISING STAFF NURSE I AT HARBOR-UCLA MEDICAL CENTER**

Consistent with the July 6, 1993, Board approved policy on rehiring of retired County employees on an indefinite basis, the Department of Health Services (DHS) requests authority to appoint Judy Bartolome to the position of Supervising Staff Nurse I, Harbor-UCLA Medical Center (Harbor) at a salary of \$5,333.00 per month or \$63,996.00 annually.

The Board approved policy provides the County with an additional management tool to fill critical, emergent or hard to fill positions which require special skills, training, experience or certification and may not be reasonably filled by other than the County retiree.

As a Supervising Staff Nurse I, Ms. Bartolome will supervise nursing activities in the Operating Room and ensure adherence to established guidelines and standards for surgical procedures. She will assume responsibility to complete personnel evaluations and competency assessments, direct the scheduling of and supervision of surgeries, and assist with the orientation and training of new employees. She will also supervise staff in the Post Anesthesia Care Unit.

The department indicates that Ms. Bartolome is highly qualified to perform in this critical position as demonstrated by her past and current work performances. Ms. Bartolome retired from County service on June 16, 2003, and has been cleared by her physician to return to work with no restrictions. The Board of Retirement has been notified of Ms. Bartolome's request and upon approval will process her reinstatement to active membership as a full-time employee.

Each Supervisor
June 14, 2004
Page 2

Additional information, including the original request from Health Services and an organization chart are provided. The item is fully funded in the Department's 2003-04 Adopted Budget and the 2004-05 Proposed Budget, and this action will result in no additional net County cost.

In accordance with the policy on rehiring of retired County employees, unless we hear otherwise from your offices by June 18, 2004, we will notify the Department that they are authorized to proceed with the rehire, effective June 21, 2004.

Please let me know if you have any questions about this appointment, or your staff may contact Raul Rios of this office at (213) 974-1758.

DEJ:DL
SS:RR:bjs

Attachments

c: Executive Officer, Board of Supervisors
 Director, Department of Health Services
 Director of Personnel
 Los Angeles County Employee's Retirement Association



THOMAS L. GARTHWAITE, M.D.
Director and Chief Medical Officer

FRED LEAF
Chief Operating Officer

COUNTY OF LOS ANGELES
DEPARTMENT OF HEALTH SERVICES
313 Figueroa, Los Angeles, CA 90012

(213) 240-8107

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BOARD OF SUPERVISORS

MAR 11 2004

Gloria Molina
First District

Yvonne Brathwaite Burke
Second District

Zev Yaroslavsky
Third District

Don Knabe
Fourth District

Michael D. Antonovich
Fifth District

March 4, 2004

TO: Sheila Shima, Acting Assistant Division Chief
Health Team
Chief Administrative Office

FROM: Sachi Hamai, Director
Administrative Services

SUBJECT: REQUEST TO REHIRE- JUDY BARTOLEME - RETIRED COUNTY EMPLOYEE

The Department of Health Services (DHS) is requesting authority under the provisions of the Government Code Section 31680.4 and 31680.5 to rehire Judy Bartoleme, a retired County employee, to the permanent full-time position of Supervising Staff Nurse I, Item Number 5338, for Harbor/UCLA Medical Center at an annual salary of \$63,996.00 (5th step). This position is fully funded in the Fiscal Year 2003-2004 budget and will, therefore, result in no additional net County cost.

Ms. Bartoleme retired from County service on June 16, 2003. She has been cleared by her physician to return to work with no restrictions. The Board of Retirement will be notified once we receive CAO and Board of Supervisor approval.

Harbor/UCLA Medical Center has experienced difficulty recruiting Supervising Staff Nurse positions. The Department is requesting to return Ms. Bartolome to her prior held position rather than use a certification list because she is competent and highly trained in all areas of the operating room a difficult to recruit area. The candidates on the list do not have the level of expertise that Ms. Bartolome possesses, and most have not had any experience in an operating room. She will be able to resume her duties immediately without additional training or orientation. A new employee assigned to the Operating Room would require full orientation to the procedures and instruments for the various surgeries, which takes some time, and would require weeks of orientation to the supervisory duties.

The duties of a SSNI is to supervise staff, which includes completing evaluations, and competency assessments; directing the scheduling of and supervision of surgeries; assisting with in-service training; coordinating the orientation of new employees; relieving staff for breaks; resolving all issues on her shift (patient, family, staff, etc); maintaining staffing and standards for regulatory agencies; performing quality improvement activities; coordinating the needs of scheduled surgeries with the needs of emergency surgeries; supervises the Post Anesthesia Care Unit (PACU); and generates time schedule for shift staff.

Sheila Shima
March 4, 2004
Page 2

Ms. Bartoleme will be assigned as the Supervising Staff Nurse I on the evening shift (3:00 p.m. to 11:00 p.m.) in the Operating Room, the Recovery Room and the Outpatient Surgery Staging Area (OSSA). She will supervise a staff of seventeen (17) from 3:00 p.m. to 7:00 p.m. and a staff of seven from 7:00 p.m. to 11:00 p.m.

If you have any questions or need additional information please call me or Judy Hardy at (310) 222- 3234.

Your expeditious review and approval of this request would be greatly appreciated.

SH:sps

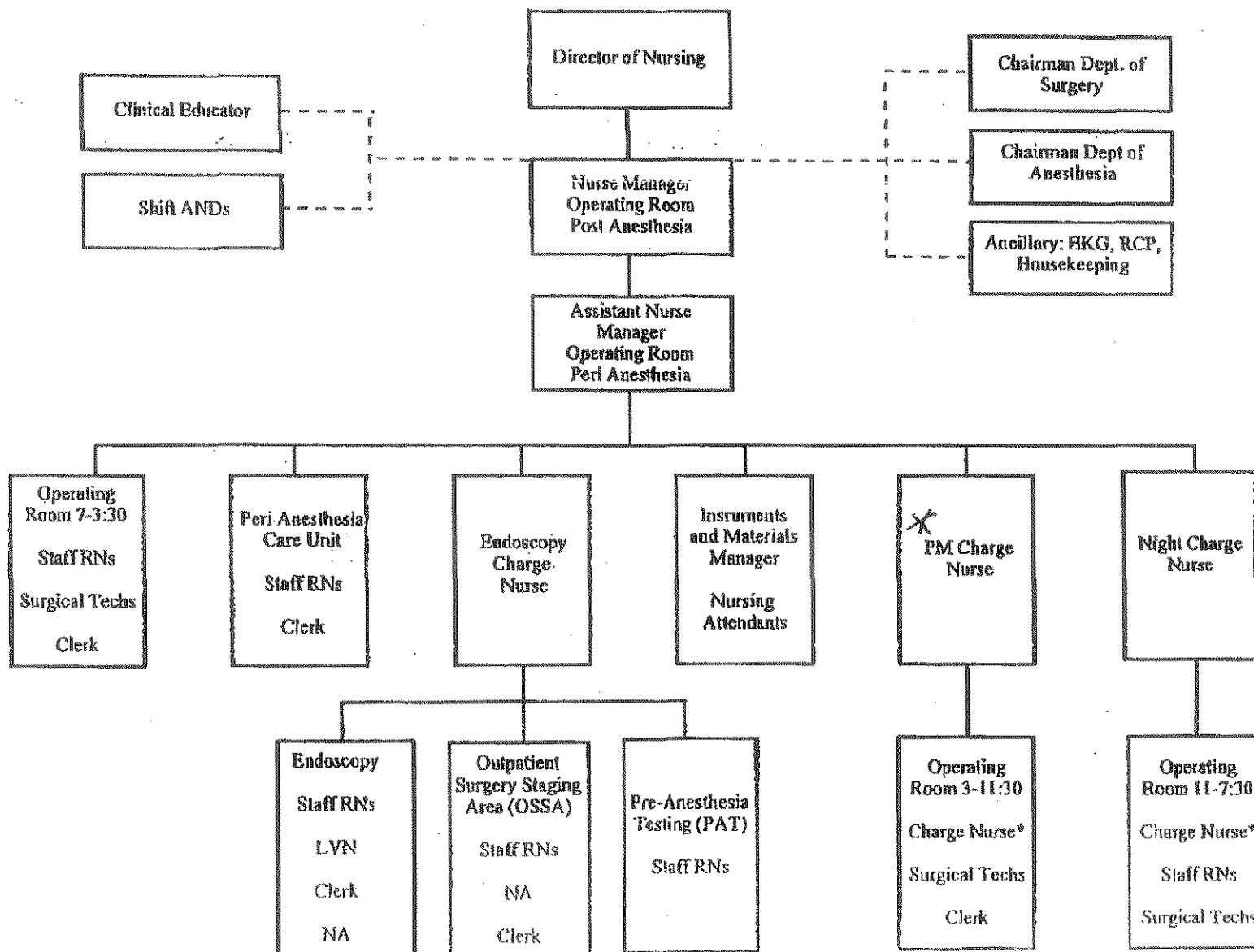
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c: Kate Edmundson
Judy Hardy

Los Angeles County Harbor-UCLA Medical Center
Department of Nursing

PERIOPERATIVE AND SPECIAL PROCEDURES SERVICE LINE

Organizational Chart



002

HARBOR UCLA MEDICAL CENT - HUMAN RESOURCES

05/20/2004 15:12 FAX 3102127869
** TOTAL PAGE: 02 **

MAY 20 2004 16:59 FR HUCLA-HR
20:30PM 69821201C

310 328 8450 TO 12136201381 P. 02/02
61:51 0002 02 AM

Duty Statement for Judy Bartolome

Sample Duties	% Time
Daily assignments	5%
Monthly staffing	10%
Direct patient care	20%
Evaluation of performance of staff	10%
Resource nurse for clinical issues	20%
Instruction and orientation of new staff	15%
Coordination of elective surgery schedule and emergency surgery schedule	20%

These are overall rough estimates on any particular day the percentages may change dramatically based on the needs of the service.



Retirement Policy

COPY

**COUNTY OF LOS ANGELES
CHIEF ADMINISTRATIVE OFFICE**

713 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES, CALIFORNIA 90012
(213) 974-1101

HARRY L. HUFFORD
CHIEF ADMINISTRATIVE OFFICER

August 25, 1993

To: Each Department Head

From: Harry L. Hufford *[Signature]*
Chief Administrative Officer

Subject: **BOARD POLICY ON REHIRING OF RETIRED COUNTY EMPLOYEES**

This memo is to advise you regarding Board policy of July 6, 1993 allowing the County to reemploy retired County employees on an indefinite basis. Unlike the statute on rehiring for up to 120 days in a fiscal year, rehiring on an indefinite basis avoids "double-dipping" by requiring cancellation of the returning employee's retirement allowance until termination of reemployment.

The Board's action, a copy of which is attached, provides the County with an additional management tool to fill critical, emergent or hard to fill positions which require special skills, training, experience or certification and may not be reasonably filled by other than the County retiree. In implementing Board policy, and consistent with the hiring freeze:

- Departments are to submit a Board memo to their CAO budget analyst prior to filling any position on an indefinite basis with a County retiree. The memo, with CAO recommendation, will be forwarded to the Board for approval, stating that a two-week period exists for a Board member to request formal action prior to filling the position.
- Retirees under the Early Separation Plan are not eligible to fill these positions.

Also attached is a fact sheet on retirement plan procedures affecting returning retirees. Please contact me, or have your staff contact Greg Cherep at (213) 974-2539, if you have questions on this issue.

HLH:BAC
JS:GC: A\retire.dep

Attachments

c: Each Supervisor
Los Angeles County Employee's
Retirement Association



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Larry J. Monteilh, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Auditor-Controller

At its meeting held July 6, 1993, the Board took the following action:

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Supervisor Edelman made the following statement:

"From time to time, the County desires to reemploy former employees who have retired. In the past, such employees could only be rehired for a maximum of 120 working days per fiscal year.

"A recent amendment to Government Code Sections 31680.4 and 31680.5 now authorizes the County to reemploy a retired employee on a permanent basis, provided that the Board of Retirement cancels the employee's retirement allowance and reinstates him or her to active membership in the retirement system. The retirement allowance is resumed only upon the employee's subsequent termination from County employment.

"Government Code Sections 31680.4 and 31680.5 are local option provisions which may be made applicable in this County by resolution of the Board of Supervisors. I believe it is desirable for the County to have the flexibility to reemploy retired employees if it so desires. Other Counties have adopted these provisions, and similar language applies to the State Public Employees Retirement System."

(Continued on Page 2)

Syn. 46 (Continued)

On motion of Supervisor Edelman, seconded by Supervisor Dana, duly carried by the following vote: Ayes: Supervisors Molina, Burke, Dana and Edelman; Noes: Supervisor Antonovich, the Board adopted the attached resolution implementing the provisions of Government Code Sections 31680.4 and 31680.5 in this County, effective immediately. The Board also adopted the policy that this provision will not apply to employees who received Early Separation Program payoff, and determined that in each instance it is recommended to be utilized, Board approval will be required.

10706-2.com

Attachment

Copies distributed:

- Each Supervisor
- Chief Administrative Officer
- County Counsel

Letter sent to:

- Chief Executive Officer, Los Angeles County
- Employees Retirement Association

RESOLUTION
IMPLEMENTING THE PROVISIONS OF
GOVERNMENT CODE SECTIONS
31680.4 AND 31680.5

On motion of Supervisor Edelman, duly carried, it is ordered that the following resolution be, and the same is hereby adopted:

WHEREAS, the County desires to have the ability to reemploy former employees who have retired; and

WHEREAS, there was previously no authority to do so on a permanent basis; and

WHEREAS, Government Code Sections 31680.4 and 31680.5 now authorize the County to reemploy retired employees on a permanent basis if implemented in this County; and

WHEREAS, Sections 31680.4 and 31680.5 are not operative in a county until adopted by the Board of Supervisors; and

WHEREAS, the Board of Supervisors of the County of Los Angeles now desires to implement the provisions of Sections 31680.4 and 31680.5 in the County of Los Angeles;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Supervisors of the County of Los Angeles that:

1. Government Code Sections 31680.4 and 31680.5 shall be applicable in the County of Los Angeles effective immediately, and

2. Certified copies of this resolution shall be delivered to the County Auditor-Controller and the Board of Retirement.

I hereby certify that the foregoing resolution was adopted by the Board of Supervisors of the County of Los Angeles, State of California, on the 6th day of ~~June~~ ^{July}, 1993



LARRY MONTEILH, Executive Officer-Clerk of the Board of Supervisors

By Sylvia J. Villalobos
Deputy

APPROVED AS TO FORM:

DE WITT W. CLINTON
County Counsel

By De Witt W. Clinton
Deputy

EXTENDED REEMPLOYMENT OF RETIRED COUNTY EMPLOYEES

PROVISIONS

The County has periodically reemployed retired County employees to positions requiring special skills or knowledge, as determined by the County, for up to 120 working days or 960 hours in a fiscal year. The returning employee continues to receive monthly retirement benefits, if so entitled. This program is still available to the County.

Pursuant to Government Code Sections 31680.4 and 31680.5 and recent amendments (AB 881, Chapter 75 of 1992), the Board resolved on July 6, 1993 to provide for the reemployment of a retired County employee on an indefinite basis. The Code provisions include language on retirement plan procedures which provide for:

- the cancellation of a returning employees retirement allowance until termination of reemployment;
- reinstatement into the retirement association upon the employee's application to the Board of Retirement, a medical determination of fitness to perform the assigned duties, and meeting other statutory conditions for membership. The member will be treated as if first entering the retirement system (i.e. currently entry only into Plans D and E for general members, and Plan B for safety members), except that, solely for the purpose of determining eligibility for service retirement (vesting) in the Plan entered into under reinstatement, service credited prior to reinstatement shall be included; and
- a retirement allowance provided upon separation from the rehired position is to be the sum of (1) the person's retirement allowance as it was prior to reemployment (with COLA and other adjustments if they would have otherwise occurred), and (2) an allowance calculated under the "new" plan based upon time in the rehired position and the employee's age.